
**ADMINISTRATIVE DIRECTIVE – 106.001
PERMISSIBLE HAIR LENGTH AND STYLES**

EFFECTIVE DATE: January 3, 1977
AFFECTS: All Personnel

REVISION DATE: December 8, 2025

I. PURPOSE

This Administrative Directive is intended to clarify hair styles and lengths that are considered proper for sworn and/or uniformed personnel within the Plano Police Department. The purpose is to promote officer neutrality, support officer and public safety, and increase public trust.

II. POLICY

In addition to uniform dress standards, employees are required to maintain a professional appearance to promote officer and public safety in the performance of their duties. To facilitate these goals, reasonable hair regulations are established, considering contemporary standards, neatness, safety, and uniformity. This policy is to be read in conjunction with City of Plano Human Resource (HR) Policies 200.000 Introduction and 209.000 Dress Code.

III. PROCEDURES

Note: Refer to images of acceptable hairstyles included in this Administrative Directive.

A. General Statements

1. All employees shall conform to the appropriate standards of hygiene and grooming that apply to their position.
2. The length, style, or bulk of an employee's hair will not present an unkempt or unprofessional appearance and must not interfere with the proper wearing of assigned headgear. Hair shall be worn in a manner and style that presents a professional appearance suitable for the execution of all assigned duties, including court appearances.
3. Hairstyles that present a health or safety hazard are prohibited.
4. The hair must be styled and cut that the uniform cap can be worn squarely on the head with the front bottom of the band not more than one inch above the top of the eyebrows.
5. Hair must be cut and styled so an employee's vision will not be obscured when the cap is not in place.
6. Employees will not shape or cut designs or messages into their hair or scalp, but hair may be parted.
7. An employee's hair may not be colored in a shade or with color or substance which detracts from presenting a professional appearance. For example, substances such as glitter, neon, or fluorescent colors are considered unacceptable.

B. Male Employees

1. Hair
 - a. May be worn in contemporary styles but may not extend over the uniform shirt collar at the back of the neck when standing with normal head posture.
 - b. Hair must be neat with respect to being:
 - 1) Tapered, blocked, or squared
 - 2) Combed and clean
 - 3) Cut and combed to not extend more than two inches in length from the side of the head
 - 4) Cut and combed so it will not cover the ear

C. Female Employees

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1. Sworn Employees

a. Hair

- 1) Shall not be worn longer than the back shoulder seam of the uniform shirt, if cut (styled) that way.
- 2) Must be secured in a braid(s), ponytail, bun, or other similar fashion designed to minimize injury. Hair ties, barrettes or other devices should correspond with the officer's hair color or uniform color and be neutral in appearance. Excessive ornamentation is prohibited.

2. Non-Sworn Employees

a. Hair shall be:

- 1) Neat, clean and well-groomed at all times except under the most adverse conditions
- 2) Present a professional appearance.

D. Facial Hair

Employees shall be clean shaven except for mustaches, goatees with mustaches, or beards with mustaches. All facial hair must be well-groomed and maintained.

1. Sideburns

- a. May not extend beyond the bottom of the ear lobe.
- b. Must be neatly trimmed and the hair shall not exceed one inch in length.

2. Mustaches

- a. May be extended no further than one-fourth inch beyond the corner of the mouth.
- b. Must be neatly trimmed and cannot extend or straggle over or below the upper lip.
- c. Waxed or twisted moustaches are not allowed.

3. Beards

- a. All sworn personnel are issued personal protective equipment, including a Level C Air-Purifying Respirator (APR). All sworn personnel authorized to wear beards must understand facial hair may interfere with the APR by not allowing a proper seal. If circumstances require the use of the APR, officers may be required to shave to ensure a proper seal or to respond to an emergent law enforcement need as required by the division commander. For further information, please review Administrative Directive 114.004 Personal Protective Equipment.
- b. A beard is hair grown on the chin and lower cheek area of the face.
- c. Beards shall be maintained at or below the cheekbone. Facial hair may be trimmed lower to allow for a neat and uniform appearance.
- d. Beards shall be maintained with a neatly groomed neckline above the Adam's apple and be cleanly shaven below the groomed neckline.
- e. If worn, beards shall be worn with an adjoining mustache and shall be at least one-quarter inch and not more than one-half inch in length.
- f. No portion of the beard may be exceptionally longer than the rest.
- g. Beards shall not be worn without a mustache.

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- h. The department shall authorize two growth periods for beards: June 1 through July 15 and November 1 through December 15. If an employee shaves their beard below the minimum one-quarter inch length or does not attain the minimum length during an authorized growth period, the employee shall be required to completely shave all facial hair (except for an approved mustache) and will not be permitted to grow a beard or goatee until the next authorized growth period.
- 4. Goatees
 - a. A goatee is hair that is grown on the chin but not the facial cheek area or neck area and is usually attached to the mustache.
 - b. If worn, goatees shall be worn with an adjoining mustache and shall be at least one-quarter inch and not more than one-half inch in length.
 - c. The cheeks, jawline, and neck must be clean-shaven.
 - d. Goatees shall not be worn without a mustache.
 - e. The department shall authorize two growth periods for goatees: June 1 through July 15 and November 1 through December 15. If an employee shaves their goatee below the minimum one-quarter inch length or does not attain the minimum length during an authorized growth period, the employee shall be required to completely shave all facial hair (except for an approved mustache) and will not be permitted to grow a beard or goatee until the next growth period.
- 5. Prohibitions
 - a. Facial hair that is uneven or displays patchy growth.
 - b. Facial hair that is bushy or unkept.
 - c. Non-traditional styles of facial hair, including but not limited to soul patches, Fu Manchu, mutton chop sideburns, handlebar mustaches, and chin strap beards.
 - d. A beard or goatee without a mustache.
 - e. Shaving any kind of design in facial hair/beards.
 - f. Facial hair may not have decorations, including but not limited to ornaments, jewelry, or glitter while on duty or representing the department in any manner.
 - g. Grooming, sculpting lines, or styling that results in an unnatural look.
 - h. The color of an employee's facial hair, if worn, shall be consistent with the individual's regular hair color.
 - i. Members of the Plano Police Department Honor Guard are not authorized to have a beard or goatee while actively serving on a Plano Police Department Honor Guard assignment. Members of the Honor Guard who are required to shave to participate in an active assignment may regrow their facial hair outside of the normal growth period if they desire.
 - j. Employees who are on probation are not authorized to grow facial hair, except for an approved mustache.
 - 1) A shaving profile (waiver) may be allowed for a religious accommodation or if required by a documented medical condition, and the employee's attending physician deems it necessary. A second opinion by a physician chosen by the city and paid for by the department may be required to verify this medical condition. All requests for a

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shaving profile shall be immediately submitted to the HR Compliance Administrator, and the employee's immediate supervisor should be advised of the waiver request. After HR, has completed the interactive process between the employee and the supervisor (or others in the chain of command) the waiver will be routed to the chief of police for review. Until approved by the chief of police, the employee is expected to adhere to grooming standards. If approved by the chief of police, the employee may be removed from special assignments that would prohibit beards.

6. Special Assignments and Situations

- a. Employees without a shaving profile waiver or religious accommodation may be required, whether directly by their supervisor or indirectly by the circumstances of the scene, to shave during specific critical incidents to perfect the seal on their face covering for their own protection.
- b. Employees with facial hair who refuse to shave when required may be subject to disciplinary action or removal from their assignment.
- c. Employees who are required to shave under these circumstances may regrow their facial hair outside of the normal growth period if they desire.

E. Non-Uniformed Officers

Officers assigned to other than uniform duties (undercover, plain clothes investigation, etc.) may deviate from these regulations at the discretion of the chief of police.

F. Accommodation

In the event an employee requires an accommodation under this policy consistent with articles of faith such as head coverings, clothing, jewelry, objects, symbols or items of religious significance or as a medical necessity for a documented medical condition, the employee's supervisor shall be notified as soon as practical. Requests for accommodation shall be submitted to the HR Compliance Administrator for review. After HR review and recommendation, the request will be routed to the chief of police for review. A request for accommodation will be reviewed relative to the function of the uniform, along with any health and safety concerns.

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EXAMPLES



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